

Administrative Professional Mini Grant Application

Contact Information:

First Name:

Last Name:

WSU ID#:

Work Email:

Phone #:

Mailing address:

Please include documentation indicating activity details and include total cost. Must provide supervisor's preapproval to attend this activity along with the above documentation.

Desired activity to attend:

In 500 words or less, please provide the committee with information about how attending this event/activity will benefit WSU and your department:

Email Completed form to Gayle Anderson, anderson53@wsu.edu

Attendee agrees to provide the committee with a follow up report/synopsis of the activity within 30 days after completion.

Committee use only:

Approval Date:

OR

Declined date:

BUDGET/PROJECT: